

# YOUTH SERVICES POLICY

<b>Title:</b> Hiring, Reallocation to or Promotion of a Juvenile Justice Specialist <b>Next Annual Review Date:</b> 05/15/2016	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.10
	<b>Page 1 of 4</b>
<b>References:</b> ACA Standards 2-CO-1C-9, 2-CO-1C-12, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-18, 2-CO- 1C-19, 2-CO-1C-20, and 2-CO-1C-21 (Administration of Correctional Agencies); 4-JCF-6C-01, 4-JCF-6C-05, 4-JCF-6C-06 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies A.2.1 "Employee Manual"; A.2.7 "Drug-Free Workplace;" A.2.13 " Americans with Disabilities Act (Employees, Applicants, Candidates, Visitors); A.2.18 "Criminal Record Check"; A.2.26 "Hiring and/or Promotional Interviews.;" A.2.47 "Equal Opportunity Employer"; Civil Service Rules, Chapters 22 and 23, and Index of Essential Job Functions	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 05/15/2012

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish a formal policy regarding the hiring of, reallocation to or promotion of qualified employee(s) to a Juvenile Justice Specialist (JJS) position located at YS Secure Care Centers for Youth.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Facility Directors, facility administrative staff, and Hiring Boards delegated by the Facility Director.

## IV. POLICY:

It is the Deputy Secretary's policy to provide for the systematic selection of candidates for the JJS series consistent with Equal Employment Opportunity goals and Americans with Disabilities Act requirements.

## V. JJS APPLICATION PROCESS:

- A. Each unit is responsible for maintaining JJS applications for 90 days after the closing date.
- B. Department of Public Safety (DPS) Human Resources (HR) shall ensure the applicant meets the minimum qualifications prior to forwarding the applicant pool to the Facility Director.

- C. When the interview process is complete, the appropriate documents shall be returned to COHR for processing.
- D. Selective certification in order to meet the facility needs requires the approval of the Undersecretary or the Deputy Secretary, as well as the Department of State Civil Service.

**VI. CANDIDATES ELIGIBLE FOR A JJS 1:**

- A. JJS 1 positions shall be hired on a noncompetitive basis.
- B. Should an applicant wish to be considered for employment at more than one secure care facility, a separate application must be submitted for each job posting of interest. Applications are valid for 90 days from the closing date.
- C. Hiring Requirements for a JJS 1
  - 1. Have valid drivers license,
  - 2. Pass physical examination,
  - 3. Pass drug test,
  - 4. Pass criminal record check,
  - 5. Have no convictions of a misdemeanor crime of domestic violence or a felony, or be under indictment on a felony charge unless relief from the disabilities imposed by state and federal laws has been granted,
  - 6. Complete and pass oral interview, and
  - 7. Be able to perform essential functions of the job. (Such performance may be assisted by accommodation to overcome disability if the accommodation is reasonable and feasible.)

A conditional offer of employment may be made contingent upon the candidate passing a physical examination, a drug test and a criminal records check.

- D. Interview and Hiring Process

The JJS Hiring Board shall consist of two to five members appointed at the discretion of the Facility Director. Members shall have appropriate employment experiences and knowledge of the position's job description in order to accurately describe to the applicant the type of work entailed for a JJS 1. Board members shall also have appropriate training on the interview process in accordance with YS Policy A.2.26. Applicants shall be rated on the attributes listed on the JJS 1 Hiring Board Evaluation Form [see Attachment A.2.10 (a)], with consideration given to the following:

1. Civil Service Application,
2. Essential Functions Form/Job Requirements Consideration,
3. Criminal Records Check,
4. Driver's License Check,
5. Law Enforcement Supplement (see attachment),
6. Experience (history),
7. Education/Training/College,
8. Judgment,
9. Decisiveness,
10. Confidence,
11. General Appearance,
12. Verbal Skills, and
13. Written Language Skills, and
14. Interpersonal Skills.

**VII. EMPLOYEES ELIGIBLE FOR REALLOCATION TO JJS 2:**

- A. Each unit shall maintain a written policy and guidelines for reallocation to a JJS 2.
- B. List of Eligibles:

The DPS HR will send a list of eligibles for the JJS 2 to the Facility Director from the LA Careers posting after position announcements expire.

- C. Minimum Reallocation Requirements include:
  1. Successfully completed a one year probationary training period.
  2. Achieved a Successful or above Performance Evaluation Rating.
  3. Be able to perform essential functions of the job (such performance may be assisted by accommodation if the accommodation is reasonable and feasible).
  4. Meet the minimum qualification requirements for the position.

**VIII. EMPLOYEES ELIGIBLE FOR REALLOCATION TO JJS 3:**

- A. Each unit shall maintain written policy and guidelines for reallocation to a JJS 3.
- B. Reallocation to a JJS 3 requires all of the above under Section VII, as well as two (2) years of experience.

**C. Lists of Eligibles:**

The DPS HR will send a list of eligibles for the JJS 3 to the Facility Director from the LA Careers posting after position announcements expire.

**IX. EMPLOYEES ELIGIBLE FOR PROMOTION TO A JJS 4, 5, 6 AND 7:**

A. Each unit shall maintain written policy and guidelines for promotion to a JJS 4, 5, 6 and 7.

B. The DPS HR will send a list of eligibles to the Facility Director for JJS 4, 5, 6 and 7 from the LA Careers posting after the position announcements expire.

**C. Minimum Promotion Requirements:**

1. Achieves a Successful or above Performance Evaluation Rating.
2. Be able to perform essential functions of the job (such performance may be assisted by accommodation if the accommodation is reasonable and feasible).
3. Meet minimum qualification requirements for the position.
4. Must pass a drug test.

**D. Interview and Promotion Process:**

1. The Promotion Board for the selection of employees for promotion to a JJS 4, 5, 6 or 7, shall be comprised of a minimum of three members, including one facility administrative staff. The other members should reflect the workforce diversity of the facility and shall have appropriate training on the interview process.
2. Candidates for promotion shall be interviewed and selected based on the minimum promotional requirements along with factors relating to experience, confidence, management and leadership skills.

**Previous Regulation/Policy Number:** A.2.10

**Previous Effective Date:** 03/08/2010



**Attachments/References:** A 2 10 (a) JJS Hiring Board Evaluation Form - May 2012.docx



A.2.10 (b) Additional Questions to be included During Interview for JJS Positions - May 2012.docx



DPS&C Law Enforcement Supplement 03-10.doc